



Hazardous Chemical Purchasing at Ames Research Center

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Overview of Program

- **Ames has a decentralized system**
- **Relies on individual users updating and ordering chemicals on Gov't. bank cards**
- **Must follow policies and processes and maintain applicable training level**
- **Occ. Health gets involved when any new chemical is ordered by doing a “product review” of the MSDS**
- **Policy for purchasing chemicals is part of Bank Card training**



QH Oversight of Hazardous Chemical Purchases

- **QH mission is to ensure safety of personnel**
 - QH requests notice of *new hazardous purchases* or *new uses of existing hazardous materials/chemicals* (POC: Miriam Glazer); IHs review the MSDS
 - QH needs to know what users are doing, with what hazardous materials so we can help implement precautions, controls, regulations, and procedures
- **QH review of lab safety plans may serve this purpose IF**
 - Plan is accurate, current and describes the hazards inherent to the work
 - Plan is updated annually & QH has reviewed it



Acquisition of Chemicals

- **User/purchaser responsibilities:**
 - Maintain familiarity and ensure compliance with regulations and ARC policies for hazardous materials (APG 1700, Chapter 24).
 - obtain and maintain appropriate training
 - update the inventory in the Hazardous Materials Inventory System (HMIS) with each purchase
 - store and label chemicals properly
 - maintain a waste accumulation site in accordance with policy (APG 8800.3)
 - maintain workplace MSDS files
 - provide for safe delivery
 - Refer to QE for review, any new or significantly changed use of any air pollutant, including gases and volatile solvents
 - Refer to QH for review, any use of new hazardous materials, or a familiar material in a new process



SEMA Agreements

- If you purchase chemicals using the P-Card system, you must establish a Safety, Environmental and Mission Assurance (SEMA) agreement with QH (POC: M. Glazer). This agreement documents your consent to all of the above responsibilities.
- If you are a P-Card Approving Official, you are ultimately responsible for the use of the any chemicals you approve
- SEMA Agreements must be renewed every 3 years
- Use Material Code 68 'Chemicals and Chemical Products' when entering your purchase in the P-Card Order Log
- Use chemical descriptors in the text fields so your approving official will know you have purchased a chemical



Training Requirements

- **Hazardous Chemical Purchasers must:**
 - Verify that all employees (civil servants and contractors) complete required training identified by supervisor or Safety Division prior to working with chemicals.
 - Maintain familiarity and ensure compliance with applicable regulations and ARC policies for hazardous materials.
- **Minimum Training Requirements:**
 - Building Emergency Action Plan (Annual)
 - Hazard Communication for Chemical Users
 - Hazardous Waste/Environmental & Spill Response Essentials (Annual)
 - Personal Protective Equipment
 - Chemical Hygiene for Laboratories (for those who work in laboratories)



MSDSs

- **The employee must maintain ‘readily accessible’ MSDS files.**
- **Hard copy MSDS is typical:**
 - Ask for one when you place the order
 - Download and print one from the supplier’s website
 - Download and print one from the ChemWatch website, a link on the Code Q website
 - Updates to MSDS’s are provided automatically by vendors
 - MSDS’s are enhanced with latest research information
 - Know how to access ChemWatch. Don’t wait until an inspector visits to navigate through the multitude of links for the first time!



Special Chemicals

- If hazardous materials are ordered through the ePR system, M. Glazer is the official approver.
- Some hazardous materials require explicit, separate, documented approvals every time you obtain one:
 - Explosives (POC: Shawn Puma, 4-3791)
 - Controlled Drugs (POC: Ralph Pelligra, 4-5163)
 - Toxic Gases (POC: Linda Vrabel, 4-0924)
 - Radioisotopes (POC: Patrick Muldoon, 4-3233)



How Well Has it Worked? Challenges?

- Working a lot better than before; a few stragglers are probably still getting through under the radar
- It would still be better if all Bank Card purchases would have to be approved prior to purchase
 - heard this was being worked on years ago, but it never happened
 - users were afraid it would clog up the system & delay their process
- Main challenge is to make sure all purchasers are following procedures